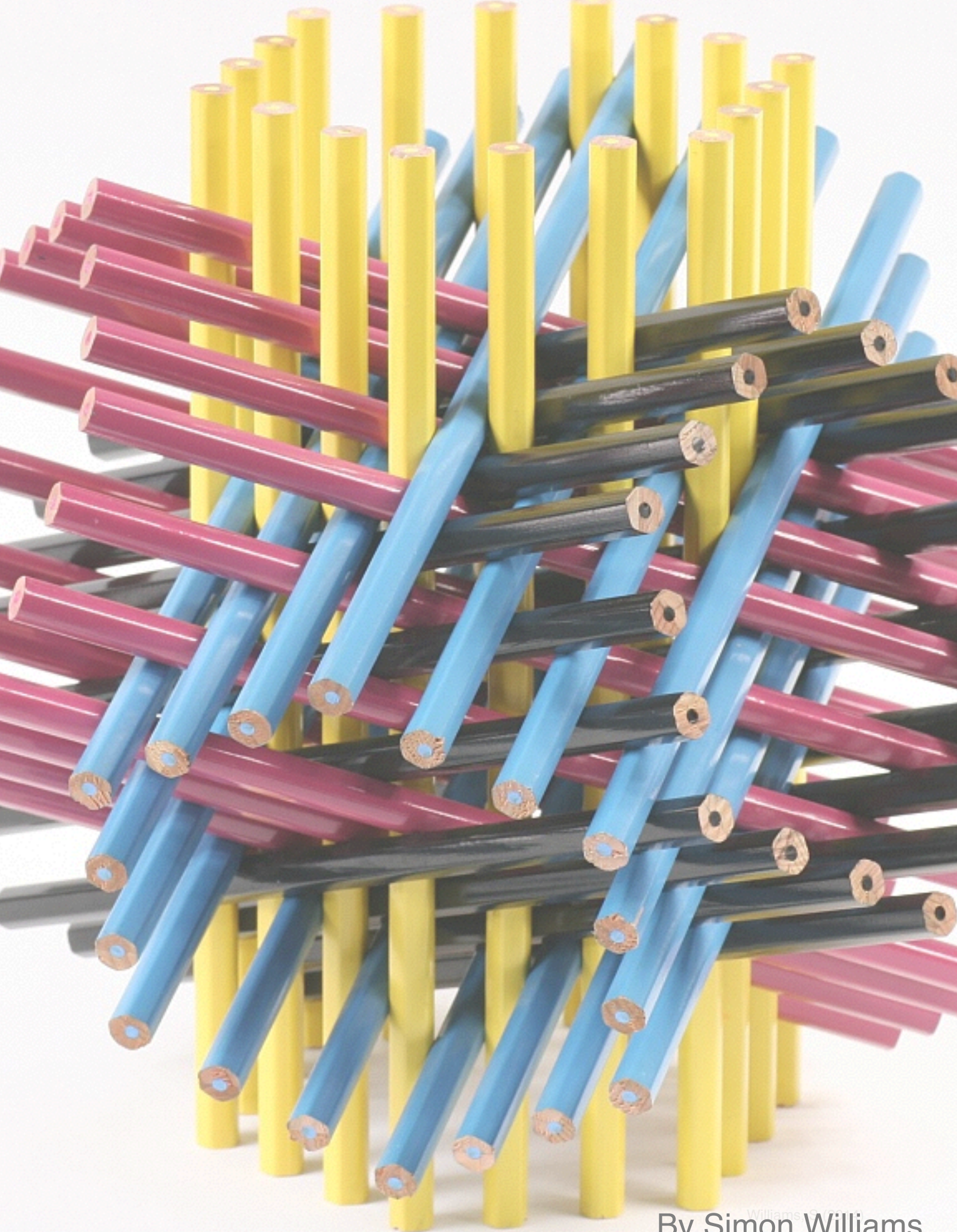


The Write Advice



By Simon Williams

Copyright 2014 (Version 1)

Welcome to this information booklet. It will give you all the information you need to improve your writing skills. Writing can be fun, but it can also be very difficult and take a long time to become good at it. This booklet will show you how to improve your punctuation, capital letters, grammar, sentence structure and essay writing.



Chapter	Writing Theory	Grammar for writing	Writing Assignment
Chapter 1	Subject Verb Agreement Capital letters	Present vs present cont Present vs past cont	Simple Paragraphs: Personal experiences
Chapter 2	Punctuation: Full Stops Transition Phrases	Future tenses Simple vs Perfect	Block Paragraphs
Chapter 3	Punctuation: Commas	Infinitive (to) Gerunds (ing)	Compare & Contrast
Chapter 4	Fragmented Sentences	Modals Passive	Advantage & Disadvantage
Chapter 5	Cohesive devices	Conditionals	Reflective essay
Chapter 6	Review	Review	Review

Chapter 1

1. Capital letters
2. Present vs. Present Continuous
3. Present vs. Past Continuous
4. Paragraphs

1. Capital Letters

Why do we need to use capital letters? Well, they help the reader to find important information. We usually capitals for:

1. *The first word in a sentence*

There is too much homework. **W**hy does the teacher give us so much?

2. *Days, months, seasons*

I was born on **M**onday, **A**pril 15th, in the **S**pring.

3. *Names*

Ken lived in Hong Kong for 5 years. But, now he lives in Seoul.

4. *Titles of books, films etc.*

Last week we went to see 'The **H**obbit'. Then, I read the book.

5. *Abbreviations (V.I.P.)*

She was a **V.I.P.** guest at the **U.N.** in **NY** last month.

6. *Festivals and holidays*

Christmas, **N**ew **Y**ear, and **H**ari **R**aya are all celebrated in Malaysia.

Look at the paragraph below. Circle the words that need to be capitalised.

i have so many good memories, so it is hard to choose one. however, i think my best memory is from when i was a teenager. i was about 15 and my friend stuart and i went to our first live concert. it was held on a saturday in june. even though it was in the u.k. the weather was pretty good. i remember the sunshine and everyone having a great time. the festival was called download and there were about 80,000 people there. i'll never forget seeing my favourite bands kvelertak and Deafheaven. i wish i could go back and see it all again.

2. The Paragraph

The paragraph is the first bit of writing that you will do. In fact, all writing is made up of paragraphs; sometimes they are short, and sometimes they are long. So, how do we make a good paragraph? This section will show you how to do it.

A paragraph can be a single piece of writing, or part of a larger essay. In this section, let's look at a single piece of writing. Before you starting writing you will need to think of a topic, so let's brainstorm. Your lecturer will help you start a storm!

Now you have your idea, you'll need to start writing. Below is a basic writing plan that you can follow. Each paragraph, no matter how small or big, contains three parts.

1. The introduction sentence

I think that studying abroad is a great opportunity. Even though it was a little scary at first, it has helped me to meet new friends, learn a new language, and have a lot of new experiences.

2. Supporting sentence(s)

First, in my class, I have made many new friends. They come from various countries such as Yemen, Korea, China, Malaysia, Japan, and Kazakhstan. Also, because I am studying in an English speaking country, I can improve my English skills. This will be very useful for my future. Finally, I have had lots of new experiences with food, weather, religion, and customs. So, everyday is fun and very eventful.

3. Concluding sentence

In short, studying abroad has really helped me to broaden my horizons on life.

The illustration above shows you the three parts of a paragraph. Every paragraph has the same three parts.

Introduction sentence: This sentence is the first sentence in the paragraph. It tells the reader the topic of the paragraph. "*I think studying abroad is a great opportunity.*"

Supporting sentence(s): These sentences explain your 'Introduction Sentences' with more information. For example: *Meeting new friends, learning a language, and new experiences.*

Concluding sentence: This sentence is very important. It tells the reader that this paragraph is finished. "*In short, studying abroad has really helped me to broaden my horizons on life.*"

